



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 27227

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**POSITION TITLE:** ASSISTANT LAW CLERK **JG: 23**

**LOCATION:** SUPREME COURT, QUEENS COUNTY - CIVIL TERM

**BASE SALARY:** \$ 74,478 + \$ 4,300 LOCATION PAY

**CLASSIFICATION:** EXEMPT/CONFIDENTIAL

**QUALIFICATIONS:** Graduation from an accredited law school no more than three (3) years prior to appointment and admission to the New York State Bar within eighteen months of appointment; **or** Appointment within three (3) years of first admission to any bar in the United States.

**DISTINGUISHING FEATURES OF WORK:** Assistant Law Clerks are appointed in the Civil Term by Justices of the Supreme Court, are assigned to Judges designated as Acting Supreme Court Justices for one or more full terms, or are appointed by Justices in the Appellate Divisions, Court of Appeals, and NYC Surrogate's Courts.<sup>1</sup> They research and analyze legal issues raised in complex civil term motions and are responsible for preparing memoranda, drafting orders, opinions and verifying citations. Assistant Law Clerks are appointed to a one year clerkship, renewable twice, and are personally appointed by the Justice for whom they work and serve at their pleasure.

<sup>1</sup> Judges who appoint an Assistant Law Clerk agree to forego the appointment of a Secretary and waive the right to such an appointment under section 36 of the Judiciary Law for the period of service for the Assistant Law Clerk.

**ASSIGNMENT:** This position is assigned to Associate Justice Chereé A. Buggs, Justice of the Appellate Division 2nd Department, and will commence as soon as possible. Associate Justice Buggs presides over the Mental Hygiene Part in Supreme Court, Queens County, as well as Article 81 guardianship cases, some general civil matter bench trials, and settlement conferences. The Assistant Law Clerk must also be able to draft dissenting opinions on Appellate Term cases, if necessary. Excellent research and writing skills, the ability to draft opinions, and a strong work ethic are essential requirements for this position.

Duties include, but are not limited to: researching and analyzing intricate, complex and sensitive legal issues; drafting opinions, decisions, orders, correspondence and other written material; conferring with lawyers on unusual or complex proceedings; reviewing and verifying citations; conferring with and advising the judge on legal issues; monitoring the court's docket; preparing motion calendars; conducting discovery, pre-trial, and settlement conferences with attorneys; responding to telephone calls and emails; scheduling cases; arranging the judge's calendar; and providing other personal and confidential assistance to the judge. While Associate Justice Buggs' duties do not currently include jury trials, if that changes, the Assistant Law Clerk's duties will also include preparing jury charges.

**GENERAL INFORMATION:** The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in the title, and every position does not necessarily require these duties. Although a position is available and situated at a specific location, the appointee may be subject to reassignment to any position in the same title in this promotion unit dependent upon the needs of the Unified Court System. All applications received from this announcement may be used to fill any vacancies in this title that may occur in this court or agency within the next six (6) months. Position(s) available at the present time: 1.

**APPLICATION PROCEDURES:** All interested persons meeting the minimum qualifications must submit a completed UCS-5 Application for Employment form (obtainable from any administrative office in a court building or on the web at [www.nycourts.gov/careers/UCS5.pdf](http://www.nycourts.gov/careers/UCS5.pdf)) a cover letter, a resume, a writing sample and law school transcript by email to Hon. Chereé A. Buggs at [cbuggs@nycourts.gov](mailto:cbuggs@nycourts.gov)

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.**  
**New hires must be fully vaccinated against the COVID-19 virus by the date of hire, unless granted a reasonable accommodation due to disability or religion.**

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**POSTING DATE:** December 12, 2022

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** January 9, 2023

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